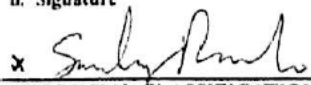
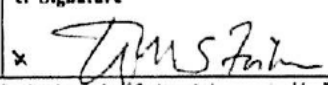


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Gulf Breeze, FL		2. POSITION NUMBER SP00003 -003	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position GSSG 6/98; JFS for Prof Work in the Natural Resources Management and Biological Sciences Group, 0400, Sept 2005					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Supervisory * Environmental Engineer		GS	* 0819	15
4. Supervisor's Recommendation	Supervisory Environmental Engineer		GS	0819	15
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Yongshan Wan		
7. ORGANIZATION (Give complete organizational breakdown)			e. Ecosystem Dynamics & Effects Branch		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. ORD - Office of Research and Development			g.		
c. NHEERL - National Health and Environmental Effects Research Lab			h. Employing Office Location Gulf Breeze, FL		
d. GED - Gulf Ecology Division - Gulf Breeze			i. Organization Code NDKC0000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Elizabeth George Director, NHEERL/GED			d. Typed Name and Title of Second-Level Supervisor William Fisher NHEERL/ADE		
b. Signature CN=Elizabeth George/OU=GB/O=USEPA/C=US		c. Date 10/31/2017	e. Signature CN=William Fisher/OU=GB/O=USEPA/C=US		f. Date 10/31/2017
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance (b) (6)		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 92			
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature /s/ Tina Mak		j. Date 4/5/2016
11. REMARKS *Interdisciplinary position classifiable as Supervisory Biologist (0401), Supervisory Environmental Engineer (0819), Supervisory Physical Scientist (1301), or Supervisory Ecologist (0408). May not be IA'ed: Position serves as branch supervisor.					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION GULF BREEZE, FL		2. POSITION NUMBER SP00003-	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position GSSG 4/98					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation * Supervisory Biologist		GS	* 0401	15	001
4. Supervisor's Recommendation Supervisory Interdisciplinary Scientist		GS		14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Yongshan Wan			
7. ORGANIZATION (Give complete organizational breakdown)		e. Ecosystem Dynamics & Effects Branch			
u. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. ORD		g.			
c. NHEERL		h. Employing Office Location GULF BREEZE, FL			
d. GED		i. Organization Code NDKC0000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sandra Raimondo, Acting Director, GED		d. Typed Name and Title of Second-Level Supervisor William Fisher Acting, ADE, NHEERL			
b. Signature 		c. Date 3/17/16	e. Signature 		f. Date 3/17/2016
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. If position develops as planned and progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance: (b) (6)		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 92	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature Jmak	
				j. Date 4/5/2016	
11. REMARKS * Interdisciplinary : Classifiable As GS-0401-15 Supervisory Biologist, GS-0809-15 Supervisory Environmental Engineer, GS-1301-15 Supervisory Physical Scientist Ecologist 0408-15					

16 0623436

Supervisory ORD Branch Chief GS-15

POSITION SUMMARY:

As a first level supervisor of a research organization, you will:

- Plan, organize, and manage the activities of the Branch;
 - Exercise supervisory personnel management responsibilities;
 - Participate as a researcher in representation, planning and implementation of team-based research;
 - Serve as an expert consultant on various workgroups, panels or committees.
-

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

35%

Plan, organize, and manage the activities of the Branch. Consult with and advise the Division Director and Laboratory/Center Director on technical and administrative issues affecting the Branch. Propose and plan research and development projects and outputs to meet objectives. Interpret the impact of changes in regulation or Agency priorities on the projects within the Branch and work with team leaders and other professionals to revise and redirect projects and resources to meet the changing objectives. Track work in progress and review the intermediate and final products to ensure that they meet the required objectives. Assign staff to projects and research teams, coordinate and allocate the budget within the Branch, and facilitate administrative support and coordination with other organizations in the Laboratory in order to ensure the work goals of the Branch can be met. Represent the interest and needs of the Branch inside the laboratory and externally to ORD management, or other program/regional offices, as requested. Review papers, reports, and presentations prepared by subordinates and, as required, other scientists to ensure the technical quality of the research and development efforts and to ensure compliance with policy matters.

DUTY 2

30%

Exercise supervisory personnel management responsibilities. Serve as first-line supervisor for a staff of researchers, technicians, and administrative staff. Oversee the day-to-day operations of the Branch; plan Branch operations; schedule, track, and evaluate the performance of staff; provide advice and counsel to staff on both technical and administrative matters; recommend and approve personnel actions for the Branch staff, including awards or bonuses; hear and resolve serious complaints or grievances; identify training needs of staff and provide for those needs to be met in an equitable and fair manner; make or approve selections for non-supervisory positions; oversee and

manage the programs of research teams within the Branch, including providing technical advice and decisions on work problems; approve employee expenditures for in-house equipment, training, and travel; and implement ways to promote communication, teamwork, and EEO goals both within the Branch and with other organizations.

DUTY 3

20%

Participate as a researcher in representation, planning and implementation of team-based research. Perform duties such as: conduct independent research in a broad scientific field relevant to branch objectives; formulate concepts; develop and extend existing hypotheses; prepare research plans; carry out investigations; analyze and interpret results; present results to the broader scientific community; disseminate findings through peer-reviewed scientific journals and other scientific and technology transfer outlets. As a recognized expert, organize, lead, and actively participate in technical and professional activities of national and/or international organizations through workshops, scientific meetings, and symposia for the purpose of presenting and disseminating research results. Stay abreast of advances, developments and improvements in area of expertise, including new theories and improvements or applications of "state of the art" techniques. Represent research in technical meetings with other ORD laboratories, EPA programs and regional offices, state and local environmental agencies, and representatives from other Federal agencies, universities, institutes, professional organizations, trade groups, consultants, and the general public. Participate in appropriate professional society committee activities.

DUTY 4

15%

Serve as an expert consultant on various workgroups, panels or committees. Establish productive partnerships and collaborations with other ORD and Agency organizations, and the larger scientific community to ensure coordination and integration of research activities and effectively communicate and transfer research results to others. Establish and maintain liaison with scientists of outstanding stature in the United States and abroad to exchange ideas and information for promoting mutually beneficial activities and programs.

Area of expertise or other related information: (This information is required. Please describe the area of research and/or the scientific mission of the organization):

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

Standardized PD – ORD Branch Chief, GS-15 (FPL: 15) UPDATED: 02/22/2016 RTP-SSC

- 1) Skill in leading a scientific program by planning, monitoring and evaluating a range of activities;
 - 2) Ability to perform a full range of supervisory duties;
 - 3) Knowledge of <insert specific area of emphasis>;
 - 4) Skill in analysis and interpretation of scientific data;
 - 5) Ability to communicate scientific and technical information to diverse audiences.
-

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Program Scope and Effect

Level 1-4 (775 points)

The incumbent directs a highly technical and complex scientific research and development program of major importance to the Agency and has national and/or international impact. The goals of the program are achieved through: (1) developing, directing, and leading an interdisciplinary research program and employees; (2) providing scientific leadership to enhance coordination, collaboration and communication both within and outside of EPA; and, (3) communicating the outputs and impact of the research to EPA regulators, the scientific community, and the public. The scope and the impact of this work advances science and technology and promotes wide application of scientific results through publications, presentations, or authoritative research reports. The research conducted impacts a variety of important Agency regulatory or national-level policies and forms the scientific basis for nationwide strategies for protecting human health and the environment. By providing sound science for the development of national environmental policies, the Branch has a significant impact on the general public and industry.

Factor 2 - Organizational Setting

Level 2-3 (350 points)

The incumbent reports directly to a position that is at the SES level, Title 42 or GS-15 or equivalent level.

Factor 3 - Supervisory and Managerial Authority Exercised Level 3-3 (775 points)

The incumbent is responsible for the planning, direction, and timely execution of a multi-million dollar in-house and extramural research program. The incumbent coordinates with the scientific community, internal and external Agency clients, and with high-level managers in ORD, advising them of the technical and administrative capabilities of the Branch to meet the client's needs or Agency goals. The incumbent works with and uses team leaders and professional experts within the Branch to develop, propose, plan, direct, coordinate and oversee the work of the Branch and its research projects to meet the goals and objectives for the Branch. The incumbent will, as necessary, revise and redirect projects and Branch resources in order to: (1) take advantage of advances in the "state of the art" in science and technology; and (2) accommodate changing priorities as reflected in changing appropriations and legislative mandates, Agency

initiatives, and guidance from high level managers. The incumbent recommends subordinate staff to serve as team leaders to coordinate the work of technical experts both within and outside the Branch for special research and development projects. The incumbent hears, and resolves grievances and serious employee complaints; reviews and approves disciplinary actions if required; and recommends awards or bonuses for the Branch personnel. The incumbent also reviews contractor performed work to determine if it meets acceptable standards of adequacy for authorization of payment. As an implementer for the Branch's programs, the incumbent develops and implements ways to eliminate or reduce bottlenecks or barriers to getting the Branch's job done. As a motivator, the incumbent promotes team building and a spirit of cooperation with the Branch and the Laboratory.

Factor 4 - Personal Contacts

Levels A-3/B-3 (175 points)

The incumbent has frequent contacts with: Leaders of the scientific community (both from industry and academia) involved with the Branch's area of research; senior officials from State, local and tribal organizations; SES or GS-15 supervisors in Agency client offices (e.g. Division Directors and Branch Chiefs in the program offices or Regions); and GS-15 Managers, ES and Executive Level staff within EPA. Such meetings allow the incumbent to: stay abreast of the latest scientific and technological advances; learn of the changing needs of the client organizations; communicate the achievements of the Branch in advancing the science and in meeting the client's needs; and advise Agency managers and decision makers in regard to the current scientific understanding of, and solutions to, Agency problems. In many of the meetings with EPA management, the incumbent must describe, justify, and defend the Branch's research to meet its goals and objectives in order to obtain client office support for the Branch and to obtain adequate resources to meet the highly technical and complex scientific data, to advocate investment of significant resource in a research program to obtain the scientific data needed to make better decisions about an emerging problem. The incumbent needs highly developed communication skills and a thorough understanding of the scientific issues related to the Branch, in order to persuade Agency staff and to convince highly skeptical representatives of industry or from environmental-advocacy groups that may be affected by the policy decisions.

Factor 5 - Difficulty of Typical Work Directed

Level 5-8, 1030 points

The Branch is composed of a highly trained and skilled research and technical staff. Staff members are expected to work both independently and in multidisciplinary research teams to conduct "state of the art" research. Excluding support staff, approximately two-thirds of the non-supervisory workload is at or above the GS-13 level.

Factor 6 - Other Conditions

Level 6-6, 1325 points

The incumbent manages and provides scientific leadership for a staff of professionals conducting highly complex scientific research and development programs with

nationwide impact. As such, the incumbent provides significant and extensive coordination and integration for a variety of important science projects conducted at the GS-13 level or higher. About two-thirds of the workload of the Branch is at GS-13 level or higher. Leadership and management of the Branch involves major decisions and actions, both technical and administrative, on the many research and development programs undertaken in the Branch. Such decisions and actions include: restructuring, reorienting, and redirecting the Branch's research efforts, their short- and long-term goals, plans, and schedules, in order to meet changing requirements of legislation, program authority and funding; allocating resources (both dollars and staff time) amongst the various programs within the Branch; organizing the Branch in a manner to accomplish the Branch tasks; and providing long-range planning in connection with the evolving needs for the programs undertaken by the Branch.

TOTAL POINTS: 4430

GS-15 Grade Range: 4055+

Position Risk Designation: moderate

STATEMENT OF DIFFERENCE

GS-14 Branch Chief

This position performs the duties described in the attached full performance level position, except that management has elected to fill the position at less than the full performance level. Accordingly, the incumbent of this position will not perform the full range of managerial and supervisory duties identified in the target position. In addition, the supervisor of this position will exercise a closer than normal review of the personnel management and program management recommendations generated by the incumbent. The supervisor's review will ensure that the incumbent's decisions and recommendations conform to and promote accomplishment of both short-term and long-term program objectives.